



DEPARTMENT OF PUBLIC HEALTH AND HUMAN SERVICES

ENVIRONMENTAL LABORATORYP.O. Box 4369, Helena, MT 59604
(406) 444-2642 Toll-Free (800) 821-7284**ANALYSIS REQUEST FORM FOR PUBLIC WATER SYSTEMS***Sampling from Entry Points***ALL INFORMATION MUST BE COMPLETED FOR ANALYSIS**

(Please PRINT one letter per box):

PWSID#:

Collected by:

System Name:**Sample ID:**

(Entry Point #, Well #, etc.)

Phone Number of Collector

COLLECT DATE:

/

/

2

0

COLLECT TIME:

:

AM

PM

**Billing
Account**

Name of Payee

G

0

0

Account Number(If known)

Address:**City State Zipcode:**

M

T

5

9

**I _____ authorize the
samples to be processed and agree to provide
payment in full.**

(

Phone Number of Payee

Signature _____

Email Address: _____

NOTE: To determine the tests required by your system or to apply for waivers for certain tests, contact the DEQ (406) 444-3358.
For Billing questions, please call 406-444-7400.

**** FOR EACH OF THE FOLLOWING, PLEASE CHECK ✓ THE TESTS NEEDED:****INORGANICS (Taken from Entry Point)**

| | | | LAB USE ONLY |
|--|-----------------------------------|--|---------------------|
| | NO ₃ + NO ₂ | Nitrate + Nitrite, also known as Total Nitrate | NO3NO2 or NO3 |
| | NO ₂ | Nitrite – one time only | NO2 - IC |
| | As | Arsenic – community water systems only | AS |
| | PHASE 2 | Barium, Cadmium, Chromium, Fluoride, Mercury, Selenium | Ba/Cd/Cr/Hg/Se/F-IC |
| | PHASE 5 | Antimony, Beryllium, Nickel, Thallium | Be/Ni/Sb/Tl |

ORGANICS (Taken from Entry Point)

| | | | |
|--|----------------|--|-----------------------|
| | VOCs – EPA 524 | Volatile Organic Compounds | VOCReg/VOCMon/VOCUreg |
| | SOCs: | Synthetic or Semi-volatile Organic Compounds | |
| | EPA 508.1 | Organohalide Pesticides - PCBs | DW508SL |
| | EPA 515.4 | Chlorinated Acid Herbicides | DW515 |
| | EPA 525 | Synthetic Organic Compounds | DW525 |
| | EPA 531.2 | Carbamate Pesticides | DW531 |

RADIOLOGICALS (Taken from Entry Point)

| | | | |
|--|------|---------------------------|----------|
| | RADS | Gross Alpha | DWRAD |
| | RADS | Combined Radium 226 & 228 | RAD_COMB |

Lab #:

FOR LABORATORY USE ONLY

Date Rec'd: _____ Amount Rec'd: _____ **SAMPLE TYPE:** Water Soil Paint Fish Fuels Urine Other: _____
 Time Rec'd: _____ Check #: _____ Sample pH: _____
 Rec'd By: _____ Date Check Written: _____ Sample Temperature: _____
 Sample Conductivity: _____ Checked by: _____
 Sample Turbidity: _____

Number of Bottles Received:

| BacT | Nutrients | Common Ions | Metals | Wet Chem | DW 508 DW 525 | DW 515 | VOC THM | DW 531 | DW 552 | WellPest WellPetro | WellHerb |
|--|-----------|-------------|--------|----------|----------------------------|--------|------------|-------------------------|--------|---|--------------------------------|
| | | | | | | | | | | | |
| Holding times observed? | | | | Y N | <u>SPLITS: (mL)</u> | | | <u>pH Check:</u> | | <u>Preserved in?</u> <u>Preserved with?</u> | |
| - Under 48 hours for IC? | | | | Y N | Lachat: : | 50 | 250 | Metals: | L | F | HNO ₃ |
| Sample containers in acceptable condition? | | | | Y N | IC | 50 | 250 | Nutrients: | L | F | H ₂ SO ₄ |
| Sufficient sample volume for all tests? | | | | Y N | Metals: | 50 | 250 | Other: | L | F | |
| Chain of Custody Level: | | | | 1 2 3 | SPC | 50 | 250 | | | | |
| - Chain of Custody intact? | | | | Y N | Commons | 50 | 250 | | | | |
| VOC/THM zero headspace? | | | | Y N | | | | | | | |



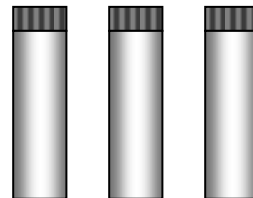
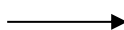
DEPARTMENT OF PUBLIC HEALTH AND HUMAN SERVICES
ENVIRONMENTAL LABORATORY
1400 BROADWAY, HELENA, MT 59620
PHONE (406) 444-2642 FAX (406) 444-2617

Sampling Instructions

VOLATILE ORGANIC COMPOUNDS

Sampling Supplies:

- Sampling vials – 3 glass vials, with preservative inside
- one vial contains a **Trip Blank**; **do not open this vial**
- Ice packs
- Cooler



Instructions:

Samples must be collected from your entry point or as close to your well as possible. Collect samples as early in the week as you can (Monday through Wednesday, if possible) and ship them to the laboratory immediately after collection.

1. Freeze the ice packs the day before sample collection
2. Remove the aerator or screen from the cold water tap and run the water for several minutes before sample collection
3. Without rinsing the collection vials, fill two of the vials just to overflowing. Do not open the vial labeled “Trip Blank”; it goes along for the ride.
4. Recap the vials tightly, making sure **no air bubbles** are trapped in the vials. Mix the vials vigorously for several seconds. If bubbles are evident, uncapped the vials and add several more drops of water. Repeat this step until no bubbles remain in the mixed vials.
5. Using a waterproof marker, label the bottle with Public Water Supply ID #, Sample ID or Entry Point number, collect date and time
6. Fill out the enclosed information sheet
7. Pack the cooler securely with the ice packs, to prevent the bottles from moving during shipment
8. Ship the cooler back to the lab as soon as possible.
9. If you have any questions, please call 406-444-2642

Fill two vials just to overflowing;
carefully cap the vial so there are
no air bubbles trapped!





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SAMPLE COLLECTION INSTRUCTIONS – SOC_s and VOC_s

SOC_s are collected in **amber quart sized jars** and/or an **amber ½ pint-sized jar**.

VOC_s are collected in **3 small glass vials** in packing foam.

Please follow the instructions below for collecting your sample.

General Instructions

1. Freeze the ice packs overnight before sampling. Make sure they freeze flat.
2. Glass amber bottles contain preservatives. **Do not rinse them out.**
3. Glass vials also contain preservatives; do not rinse them out.
4. Take samples from a cold water tap indoors (do not take samples from a hose.)
5. Remove the aerator, and allow the water to run for 5 to 10 minutes or longer before sampling.

SOC_s

1. Fill the quart amber bottles full to the neck and cap tightly
2. Fill the small amber bottle (not the smaller vials) about 2/3 full and cap tightly

VOC_s

1. Fill the vials according to the following instructions:
 - a. One vial has water in it already; this is a “trip blank” and **must not be opened**
 - b. Fill one empty vial just to overflowing, being careful not to flush out the preservative
 - c. Fill the duplicate vial as above (a)
 - d. Cap both bottles tightly, making sure the Teflon side of the cap liner faces toward the sample. Shake the samples vigorously for one minute. Invert the vials and observe if any air bubbles are trapped in it; bubbles will invalidate the sample. If you observe bubbles, uncapped the vial and fill with a few more drops of water, cap and recheck for air bubbles until none are apparent.

Shipping Instructions

1. Completely fill out the information sheet included with the kit.
2. Repack the cooler so that the bottles will not hit each other and break during transit. The ice packs work well as cushions.
3. Tape the cooler securely closed. You may use any carrier for delivery of the cooler to the lab: bus, UPS, Postal Service priority mail, Federal Express or hand delivery.

For more information, please contact the Environmental Laboratory at (406) 444-2642.

